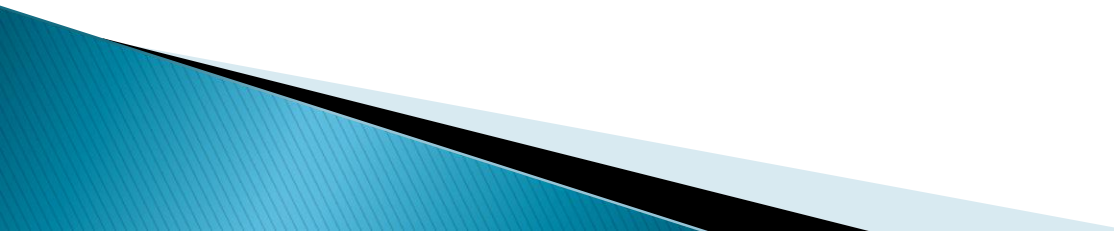


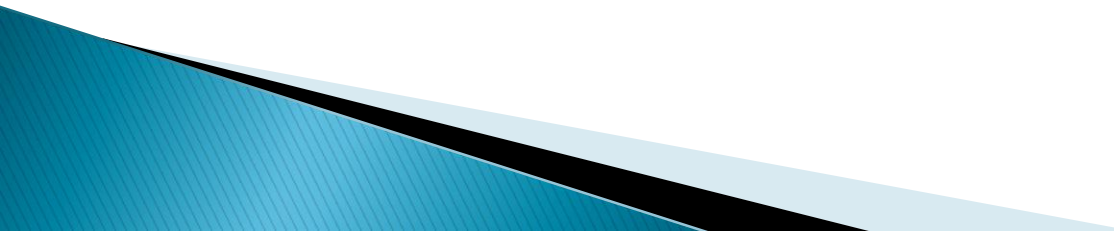
The Project SEARCH Curriculum with a Twist!

Tony Huff
Angela Bryant

Materials Focused on Today

- ▶ Curriculum overview
 - ▶ Curriculum Assessment Tool
 - ▶ A new way to share!!!!
 - ▶ Example lesson plan formats (referencing)
- 

Design Team

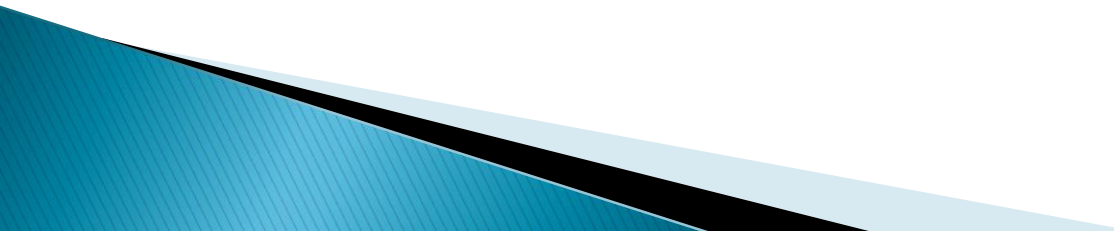
- ▶ Susie Rutkowski, Co-Director of Project SEARCH
 - ▶ Tony Huff, Project SEARCH Supervisor/ Coordinator 7yrs
 - ▶ Rosi Wood, Project SEARCH Instructor/Coordinator 5yrs
 - ▶ Reena Fish, Project SEARCH Instructor/ Coordinator 3yrs
 - ▶ Christina Terrill, Curriculum Specialist
- 

Disclaimer:

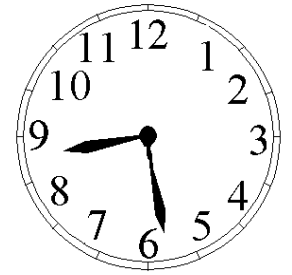
- ▶ **New Not Perfect!**
- ▶ Pilot Program for CMS—more to come



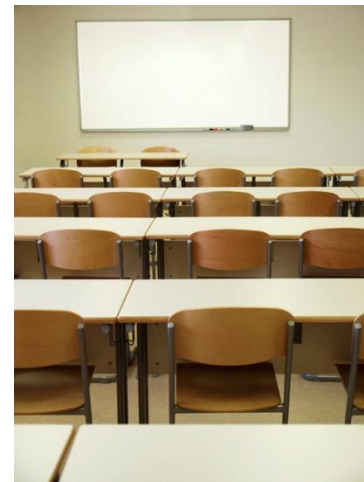
Why do we NEED a curriculum?

- ▶ Two curriculum designs in use
 - ▶ Standardization and organization
 - ▶ Starting point
- 

Purpose of Curriculum



- ▶ Designed to use in orientation and the classroom portion
- ▶ Approximately 45 minutes of instruction per day with approximately 176 hours of instruction per year.
- ▶ 12 units.
- ▶ Differences between bold and non-bold
 - Bold: essential skills
 - Non-Bold: non-essential skills



Unit 1: Team Building

1.1 The student will acquire skills necessary to function within a team

- ▶ Communication
 - ▶ Provide encouragement, maintain a can-do attitude, and common focus
 - ▶ Conflict resolution
 - ▶ Task completion in a given amount of time
-
- ▶ 15 hours per year/orientation



Unit 2: Getting Around Your Workplace

2.1 The student will demonstrate skills needed to navigate within a workplace

- ▶ Identification of key locations (restrooms, stairs, elevators, exits, where you are)
- ▶ Asking for directions
- ▶ Giving directions
- ▶ Functional literacy
- ▶ 10 hours per year/ orientation

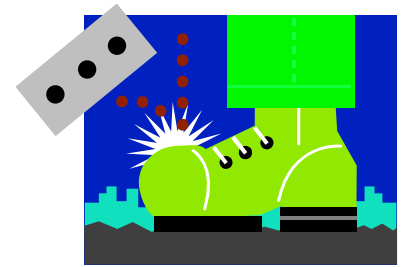


Unit 3: Workplace Safety



3.1 The student recognizes knowledge and skills related to safety in the workplace

- ▶ Identify safe working practices
 - ▶ Demonstrate safe working practices
 - ▶ Give suggestions
-
- ▶ 10 hours per year/orientation, ongoing if changes are made to worksites



Unit 4: Technology


4.1 The student will demonstrate knowledge of basic technology skills



- ▶ Turning on and off
 - ▶ Create and save documents
 - ▶ Emailing, attaching documents, replying, replying to all
 - ▶ Creating folders and organizing those folders
 - ▶ Internet safety
 - ▶ Search engines
-
- ▶ 10 hours per year/orientation and mastery by October

Unit 5: Social Skills/Communication

5.1 The student develops skills for success in the workplace

- ▶ Respect
 - ▶ Communication skills: written, verbal, and non verbal
 - ▶ Impact of personal choices
 - ▶ Conversation skills (introducing yourself, giving and receiving compliments, break time conversation)
 - ▶ Feelings of self and others
 - ▶ Following and giving directions
 - ▶ Understanding differences
-
- ▶ 19 hours per year/ orientation, September, and ongoing when needed
- 

Unit 6: Presentation Skills

6.1 The student will demonstrate presentation skills

- ▶ Create presentation of specific topics
 - Open house
 - Disability
- ▶ Story boards
 - organization
- ▶ 12 hours per year/November (before open house)



Unit 7: Interviewing Skills

7.1 The student exhibits appropriate interview skills

- ▶ Interview etiquette (dress, timing, eye contact)
 - ▶ Responding to interview questions
 - ▶ Self Evaluation
 - ▶ Demonstrate overall interviewing skills
-
- ▶ 10 hours per year/assess in September, initially present in November, re-teach in January, mastery by February – March



Unit 8: Money Management

8.1 The student understands personal financial management and recognizes the value of personal fiscal responsibility

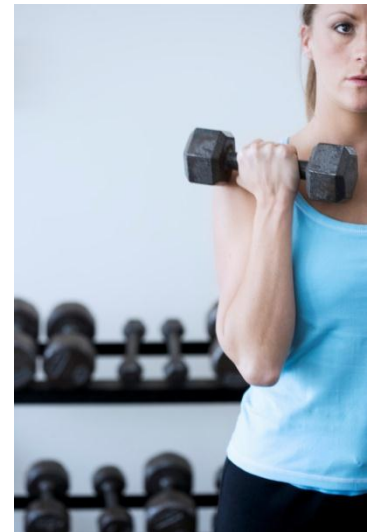
- ▶ Banking services
- ▶ Practice writing and cashing checks, direct deposit, ATM...
- ▶ Compare credit cards and debit cards
- ▶ Important financial documents
- ▶ Personal budgets
- ▶ Parts of a pay check
- ▶ Consumer options (rent to own vs. saving to purchase, brand vs. generic)
- ▶ 15 hours per year/November – December



Unit 9: Health and Wellness


9.1 The student acknowledges the importance of health and wellness in their lives

- ▶ Good physical and mental health
 - ▶ Practices that influence job performance
 - ▶ Stress management
 - ▶ Grooming and appearance
 - ▶ Importance of a balanced diet
 - ▶ Leisure/recreational services options
-
- ▶ 15 hours per year/December – January



Unit 10: Resume and Career Passport

10.1 The student creates professional documents required for employment.

- ▶ Resumes
 - ▶ Create letters of intent and thank you letters
 - ▶ Complete applications
 - ▶ Reference protocol
 - ▶ Identifying interests, abilities, and skills related to choosing a career
 - ▶ Realistic career options
-
- ▶ 20 hours per year/at conclusion of each rotation
update resume, complete final
resume/passport/portfolio in April
- 

Unit 11: Job Search Skills

11.1 The student uses job search skills to gain successful employment

- ▶ Opportunities related to personal employment goal
 - ▶ Compare salaries, benefits, and required skills of jobs
 - ▶ Factors that affect career choice (interests, abilities, personal priorities)
 - ▶ Sources to find a job
 - ▶ Obtaining an application (paper and electronic)
 - ▶ Transferrable skills
 - ▶ Appropriate follow up
-
- ▶ 20 hours per year/March, April, May

Unit 12: Keeping a Job

12.1 The student will demonstrate skills needed to enter, maintain, or reenter the workforce.

- ▶ Ethical courses of action, positive work ethic, policies and procedures, self-management, time management, effective listening skills, appropriate conversation skills, following and giving instructions, needs of ones disability and how to advocate for oneself, responding to the needs of all stakeholders, keeping in touch with community service agencies, teamwork, co-worker relationship boundaries, conflict resolution, self-control, ability to accept criticism, appropriate way to ask questions (time off), and prioritize, plan, and implement work to completion
- ▶ 20 hours per year/ongoing, mastery in May

Curriculum Timeline

Aug –Oct

1st Rotation

- Team Building (15 hrs)
- Getting around the workplace (10hrs)
- Workplace safety (10hrs)
- Technology (10 hrs)



Nov–Feb

2nd Rotation

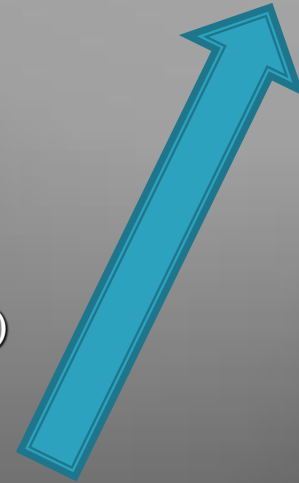
- Presentation skills (12 hrs)
- Money management (15 hrs)
- Health and wellness (15 hrs)
- Social communication (19 hrs)
- Interviewing skills (10 hrs)
- Resume and career passport (20 hrs)
- Keeping a job (20 hrs)



March –May

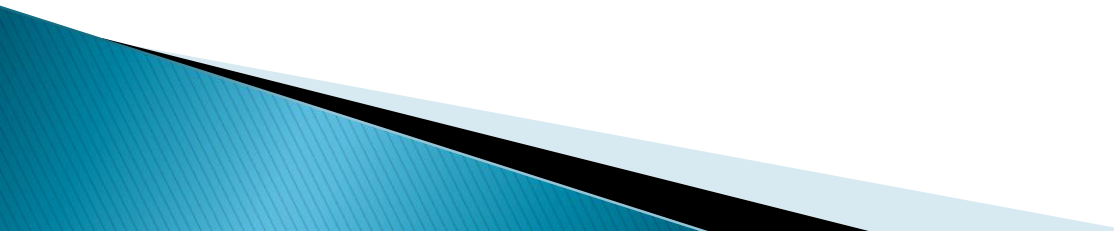
3rd Rotation

- Job search skills (20 hrs)



done in each rotation

Curriculum Assessment Tool

- ▶ Curriculum Assessment Tool (Screen 2)
 - ▶ TIMELINE: initial 2 week assessment, 1st rotation, 2nd rotation, 3rd rotation
 - ▶ PROGRESS: mastery, adequate progress, limited progress, no progress, not introduced
 - ▶ USES: teachers can keep track, interns can chart progress, job coaches can use to work on skills on the job (individualized by need), and parents, schools, and agencies can be updated on progress
- 

Our hope last year was...

- ▶ To create a focused direction of instruction
- ▶ To collaborate with others
- ▶ To stockpile lesson plans
- ▶ To share and steal ideas from each other

What is still holding us back?

- ▶ We are not “Typical Teachers”




How to make our hopes a REALITY!

▶ **Project SEARCH Curriculum Management System**

cms.butlertech.org (screen 2)



The New System Will...

- ▶ Allow the ability to upload lesson plans in one place
 - ▶ Organize lesson plans per indicator
 - ▶ Ability to share and swap ideas for teaching various students with disabilities
 - ▶ Best practice
 - ▶ Give us the ability to have 2 live chats with **ALL** Project SEARCH instructors each year
 - ▶ Upfront work is required but totally worth it in the end!!!
- 

First Look

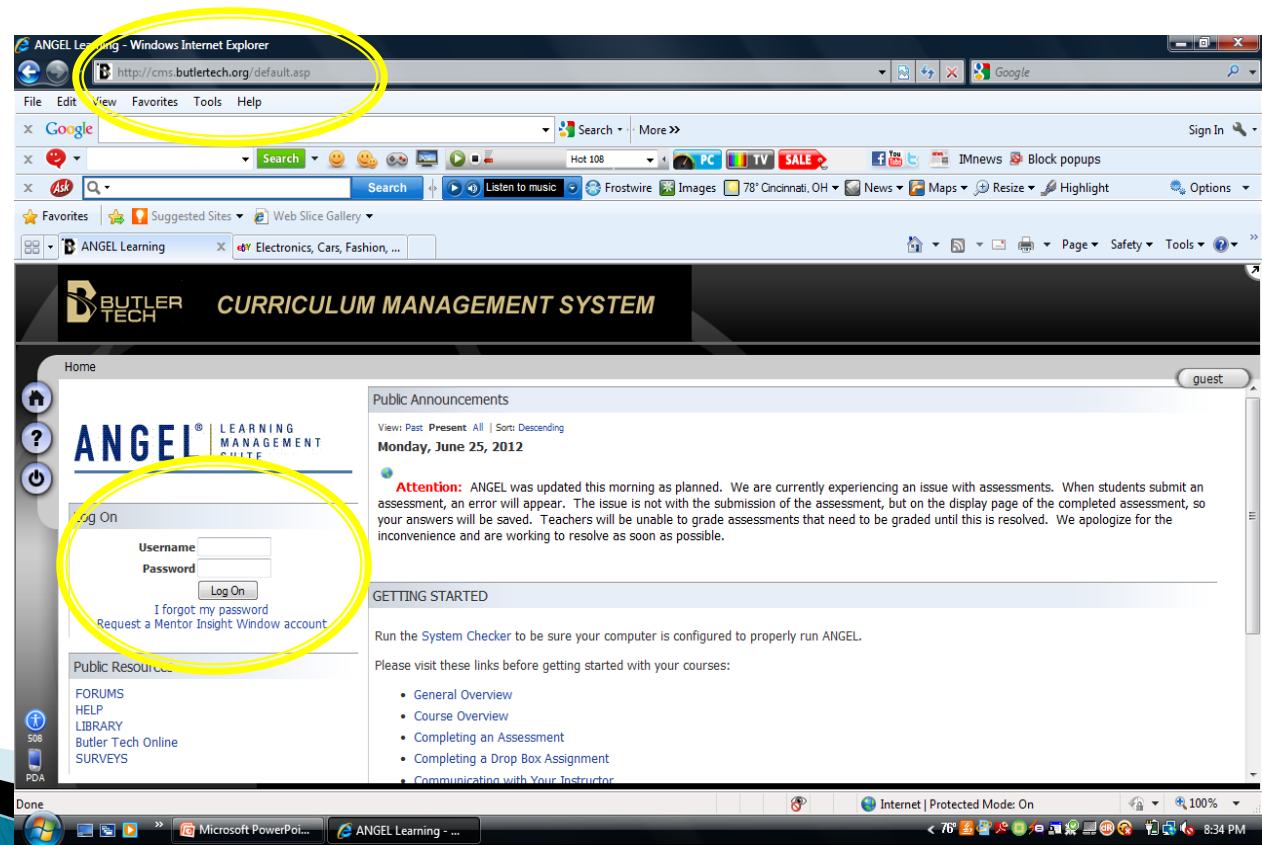
- ▶ Once in the system, 2 areas
 - 1. curriculum tab–upload and view lessons in the various units
 - 2. communication tab–discuss with other SEARCH instructors
- ▶ You can upload your lessons. You will have access to view ALL lesson plans. You will have access to delete only YOUR lesson plans.
- ▶ Let's take a look.😊

How do I get started?

- ▶ 1. Send an email to transitions.butlertech@gmail.com, asking to have access to the website
- ▶ 2. A Google document will be sent to your email asking for your contact information and specific site location information (**Screen 2**)
- ▶ 3. Once you have completed the info sheet, you will be sent your username (this always stay the same) and your initial password (the first time you log on you will be prompted to change your password) **within 5 days.**
- ▶ (transitions.butlertech@gmail.com– put this email address into your contacts so when the request comes through it does not hit your junk mail)

Now what???

- ▶ Go to `cms.butlertech.org` into your address bar
- ▶ Type in your username and password and press enter

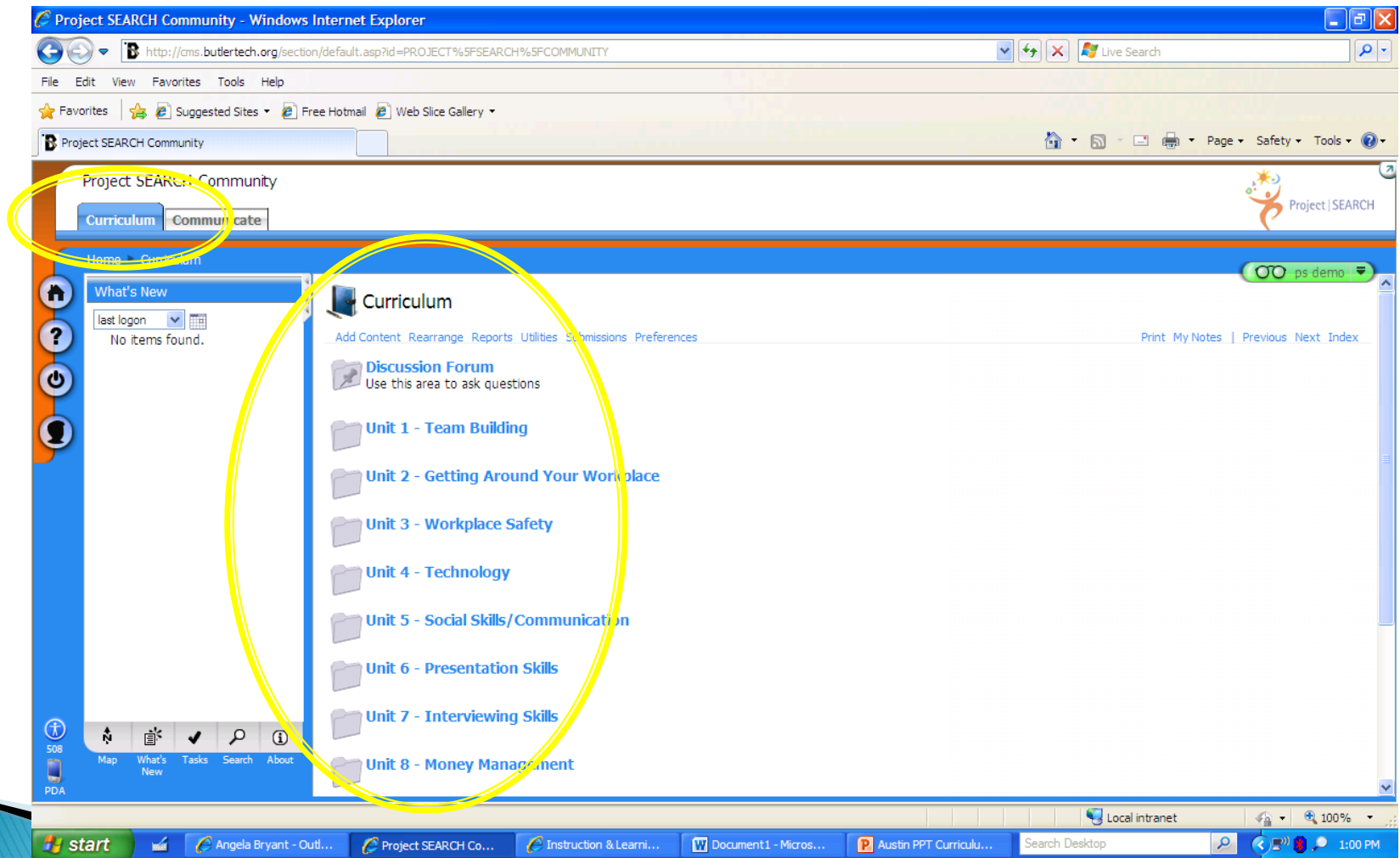


After logging on, you will need to choose “Project SEARCH Community”

The screenshot shows the ANGEL Learning website in a Windows Internet Explorer browser window. The address bar displays <http://cms.butlertech.org/default.asp>. The website has a blue header with the "Project | SEARCH" logo. Below the header, there is a "Home" section with a "Home" link and an "Edit Page" link. A yellow oval highlights the "Community Groups" section, which lists "Project SEARCH Community" with the role "Group Editor" and a task icon. To the right of the "Community Groups" section are "My Announcements" and "Course Mail" sections. The "My Announcements" section shows "View: Unread All | Mark as read" and "There are no new announcements." The "Course Mail" section shows "View Inbox" and "Quick Message" links, along with "Unread Messages" (0 messages). At the bottom of the page, there is a footer with the text "If you have any questions, please contact btonline@butlertech.org." The Windows taskbar at the bottom shows the Start button, several open applications (Angela Bryant - Outlook, ANGEL Learning - Wi..., Instruction & Learn..., Document1 - Micros..., Austin PPT Curricu...), and the system clock showing 12:58 PM.

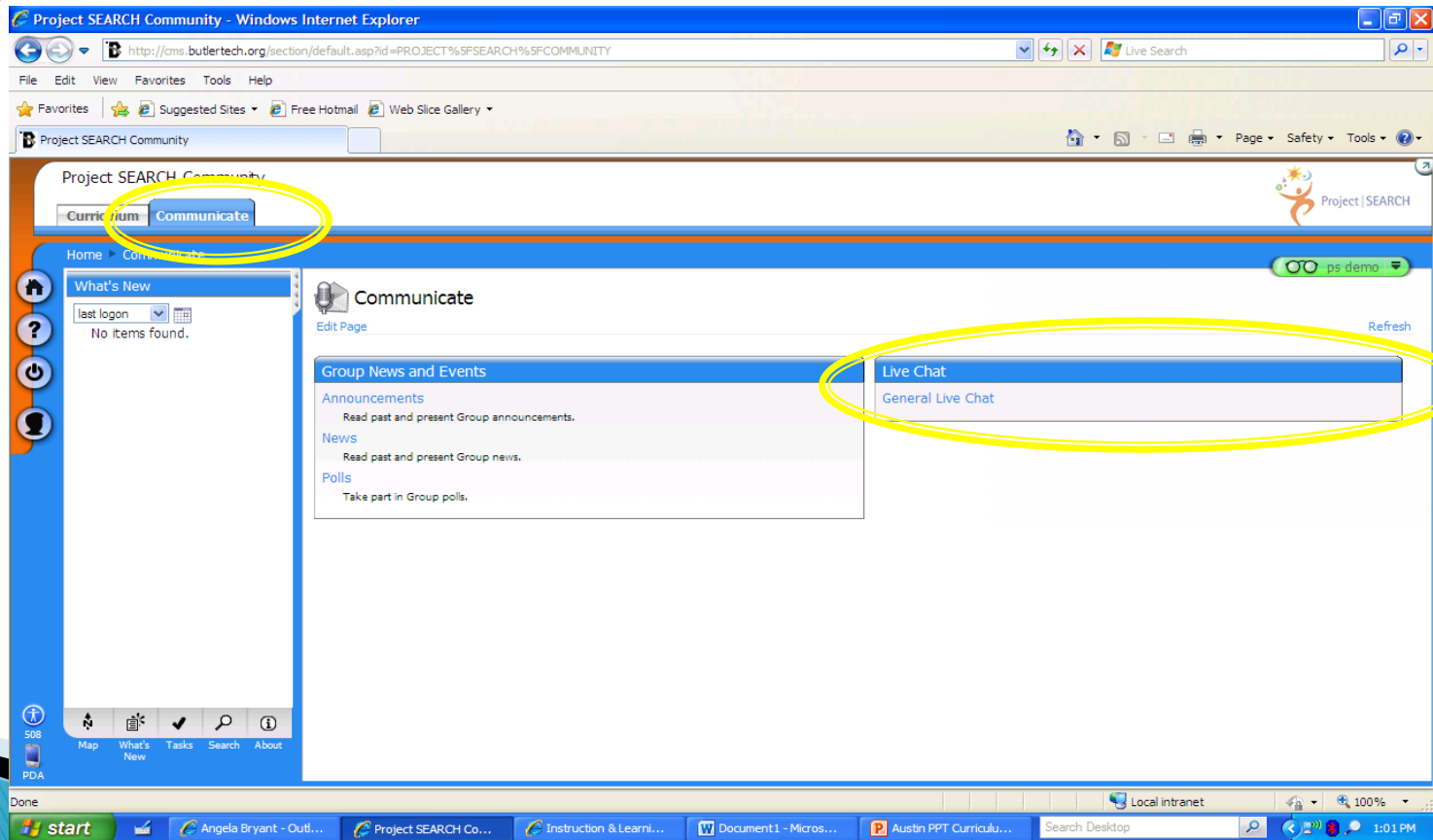
Curriculum Tab

- ▶ This tab shows all 12 curriculum units



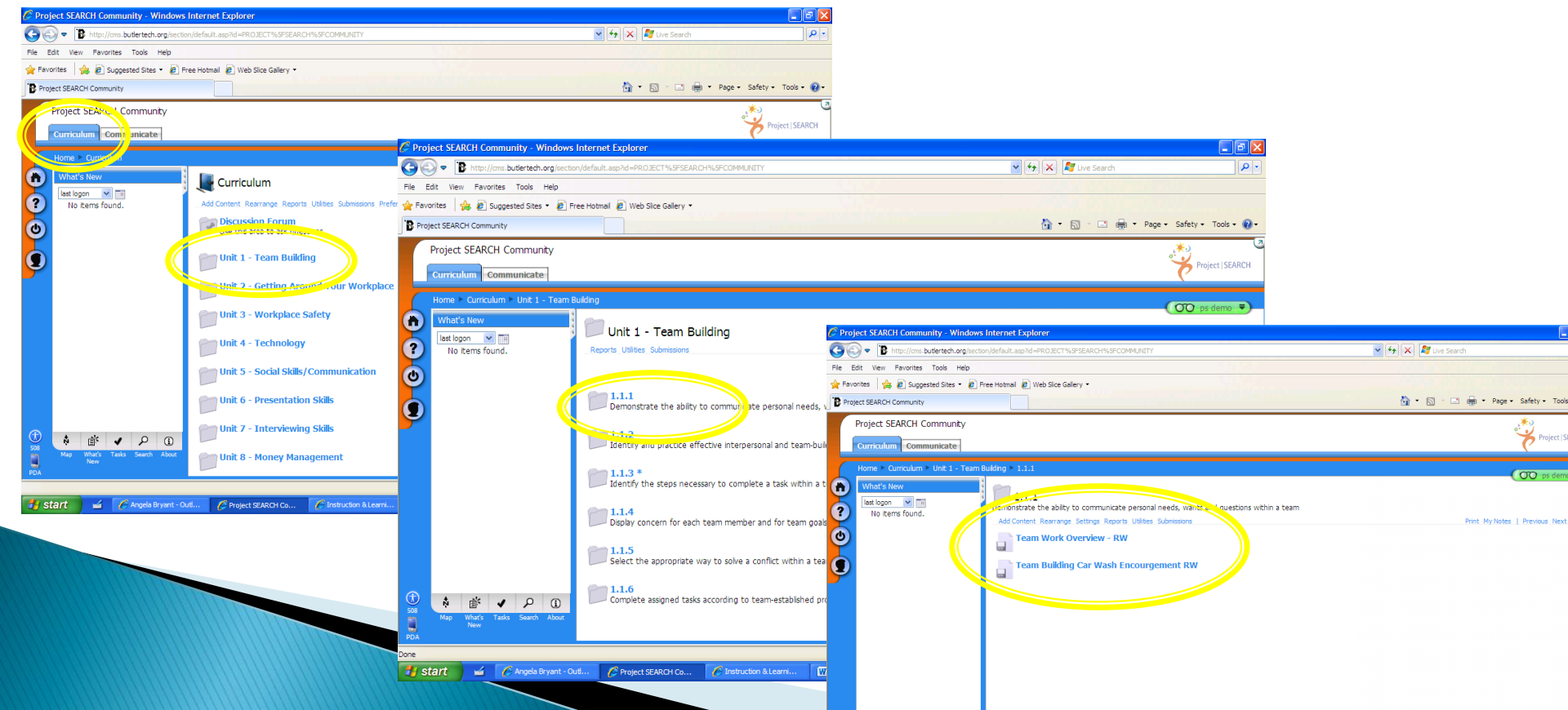
Communicate Tab

- ▶ This tab gives you the option to have live chats and communication with other SEARCH teachers



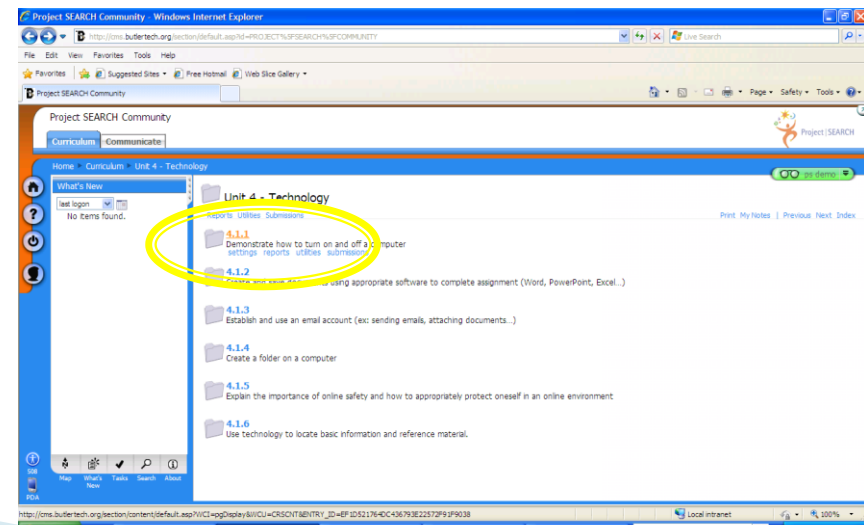
View a Lesson

- ▶ Curriculum Tab
- ▶ Folder of the unit you are wanting to view (Unit 1–Teambuilding)
- ▶ Folder of the specific indicator you want to view (1.1.1 needs, wants, and questions in a team)
- ▶ View lesson to choose from



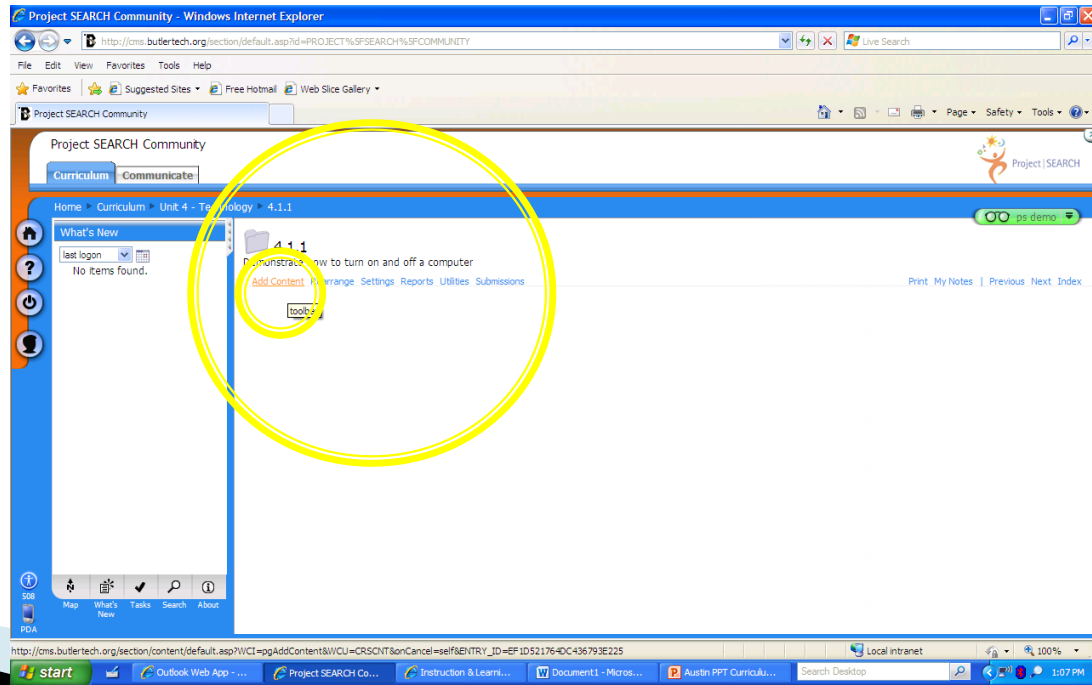
Upload a Lesson (file)

- ▶ Just like viewing a lesson, go to the Folder Unit then the Folder Specific Indicator that fits the lesson you want to upload in the system
- ▶ Example: I want to upload a lesson for how to turn on and off a computer. I would go to **CURRICULUM TAB/ FOLDER UNIT 4/ FOLDER INDICATOR-4.1.1 DEMONSTRATE HOW TO TURN ON AND OFF A COMPUTER**



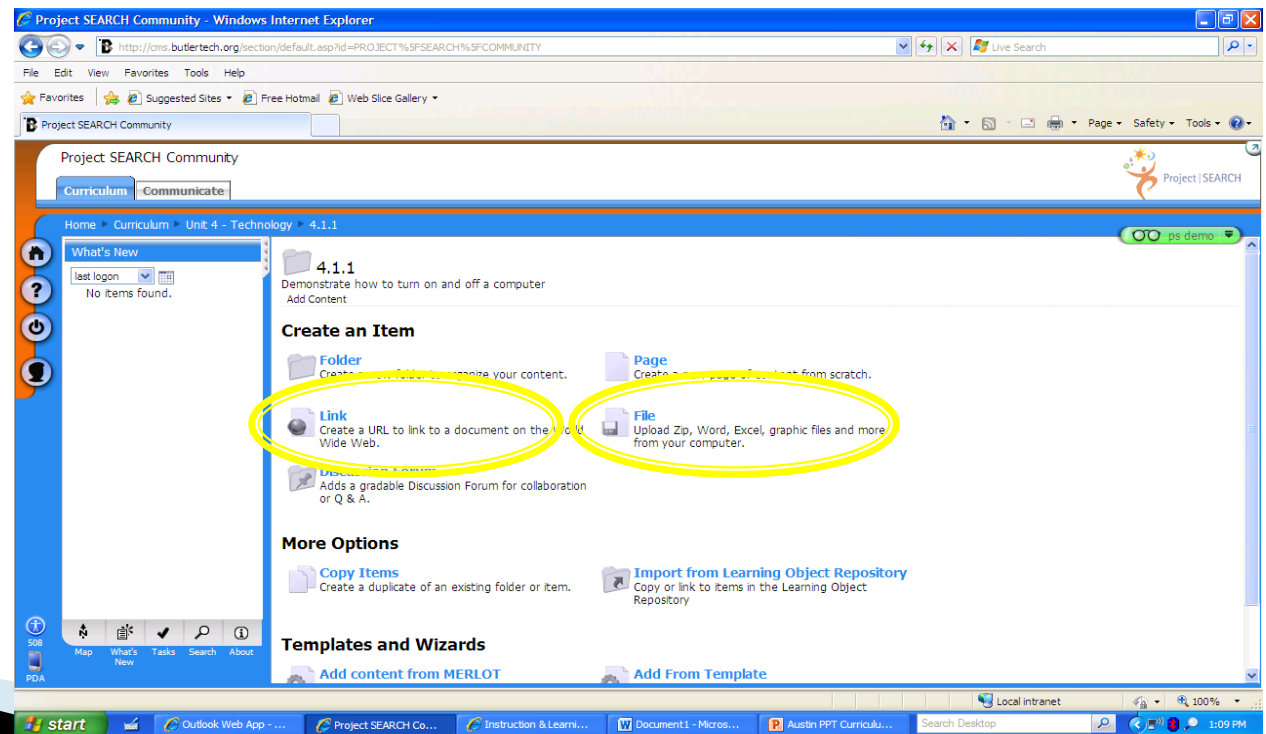
Uploading Continued...

- ▶ Click on the actual folder for 4.1.1 (this has to be done or you will not be in 4.1.1 but actually just in Unit 4)
- ▶ Here is what you will see when you are in 4.1.1, as you can see you cannot see the other indicators 4.1.2–4.1.6
- ▶ Choose add content



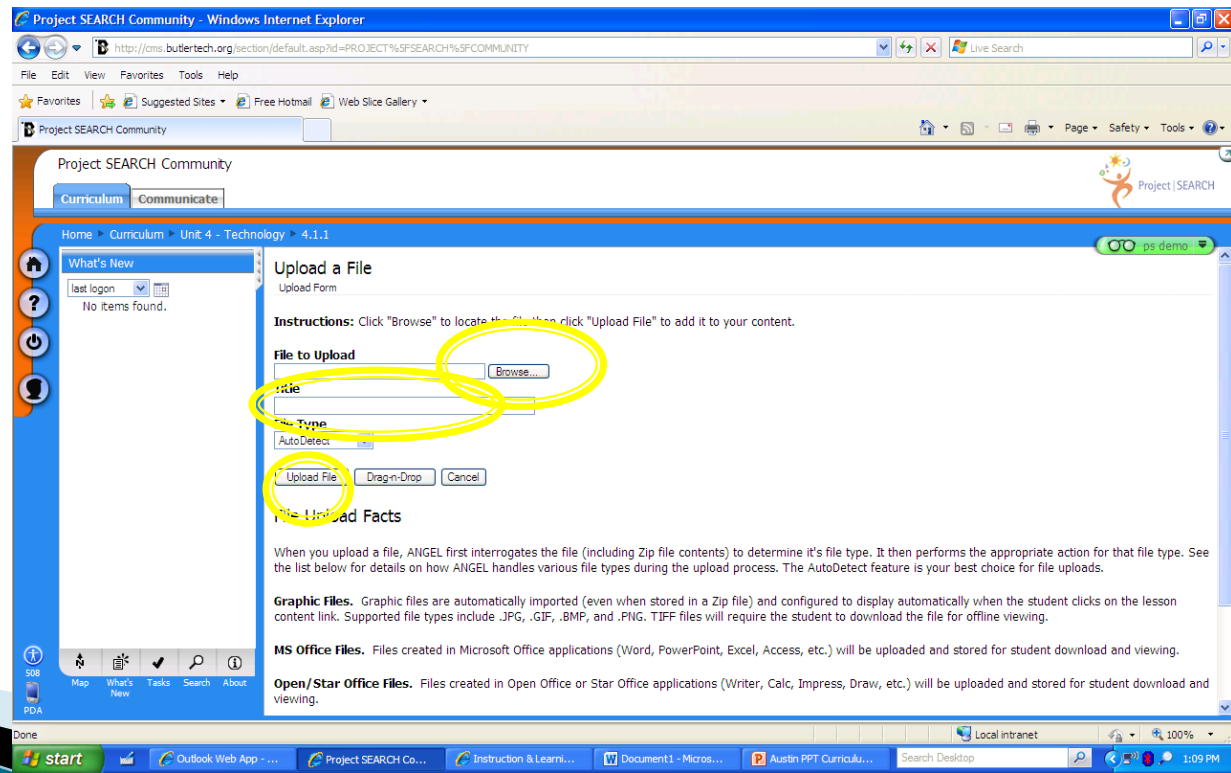
Uploading Continued...

- ▶ File or Link??? These are the two area you will use the most
 - File is for lesson plans
 - Links are websites that can be used for that indicator



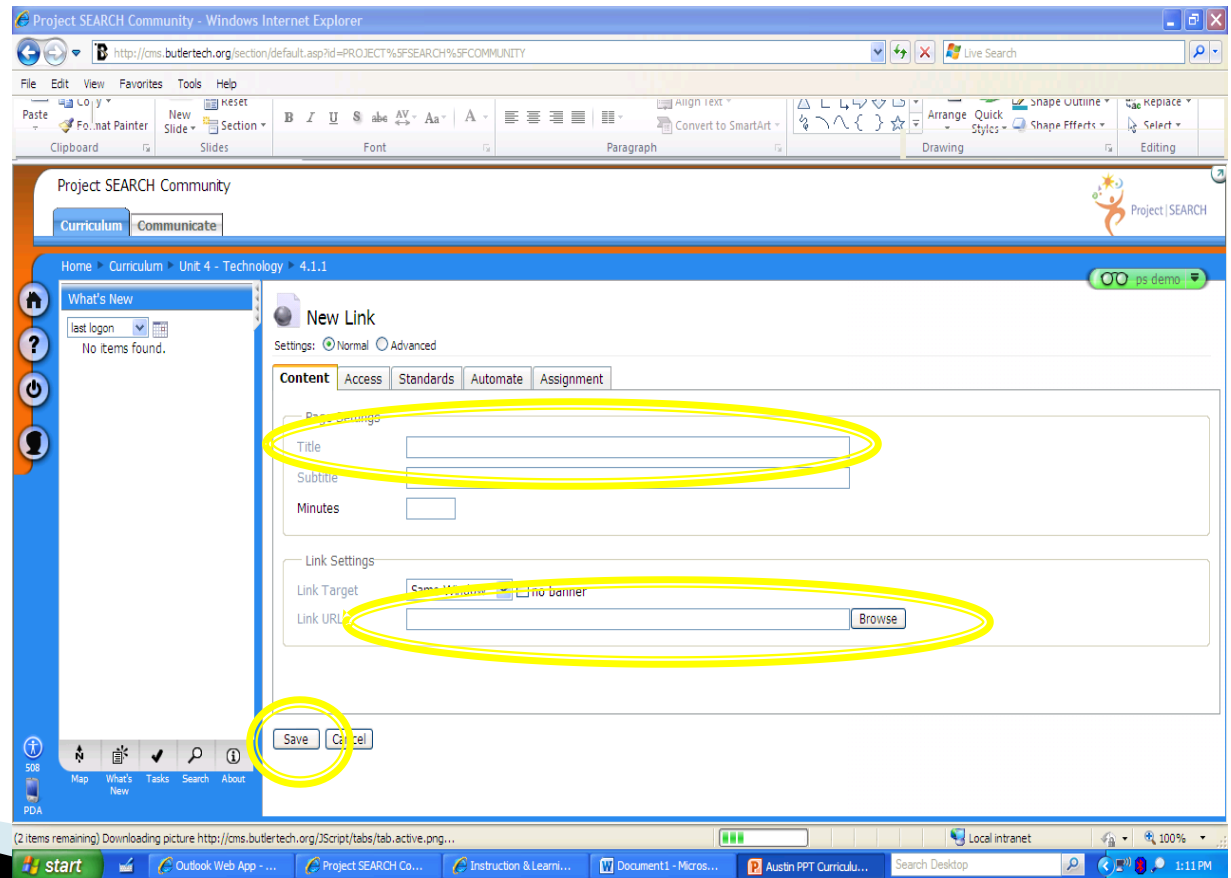
Uploading a File...

- ▶ Browse for the file you have saved on your computer
- ▶ Give your lesson a **Title...** with your username after it. Ex: **Standing on the Line–hufft**
- ▶ Then choose **Upload File**



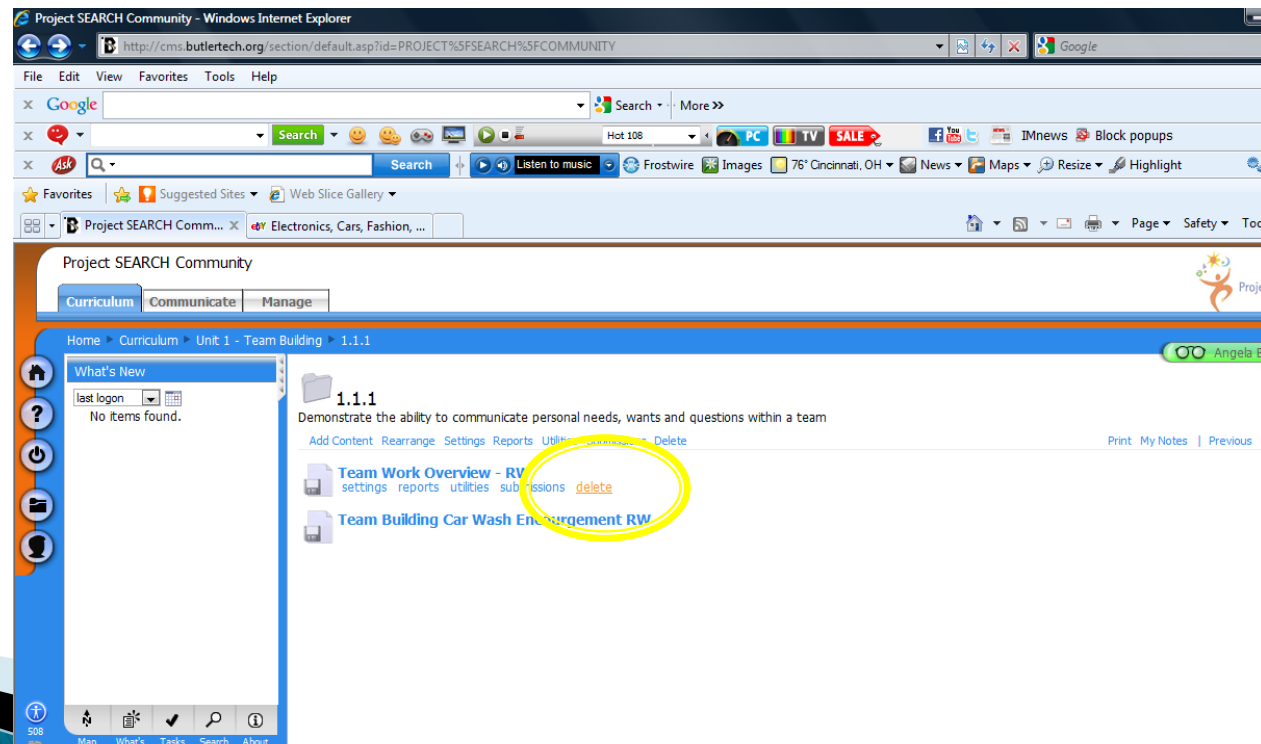
Uploading a Link...

- ▶ Give it a Title
- ▶ Type in or Browse the URL address
- ▶ Click Save



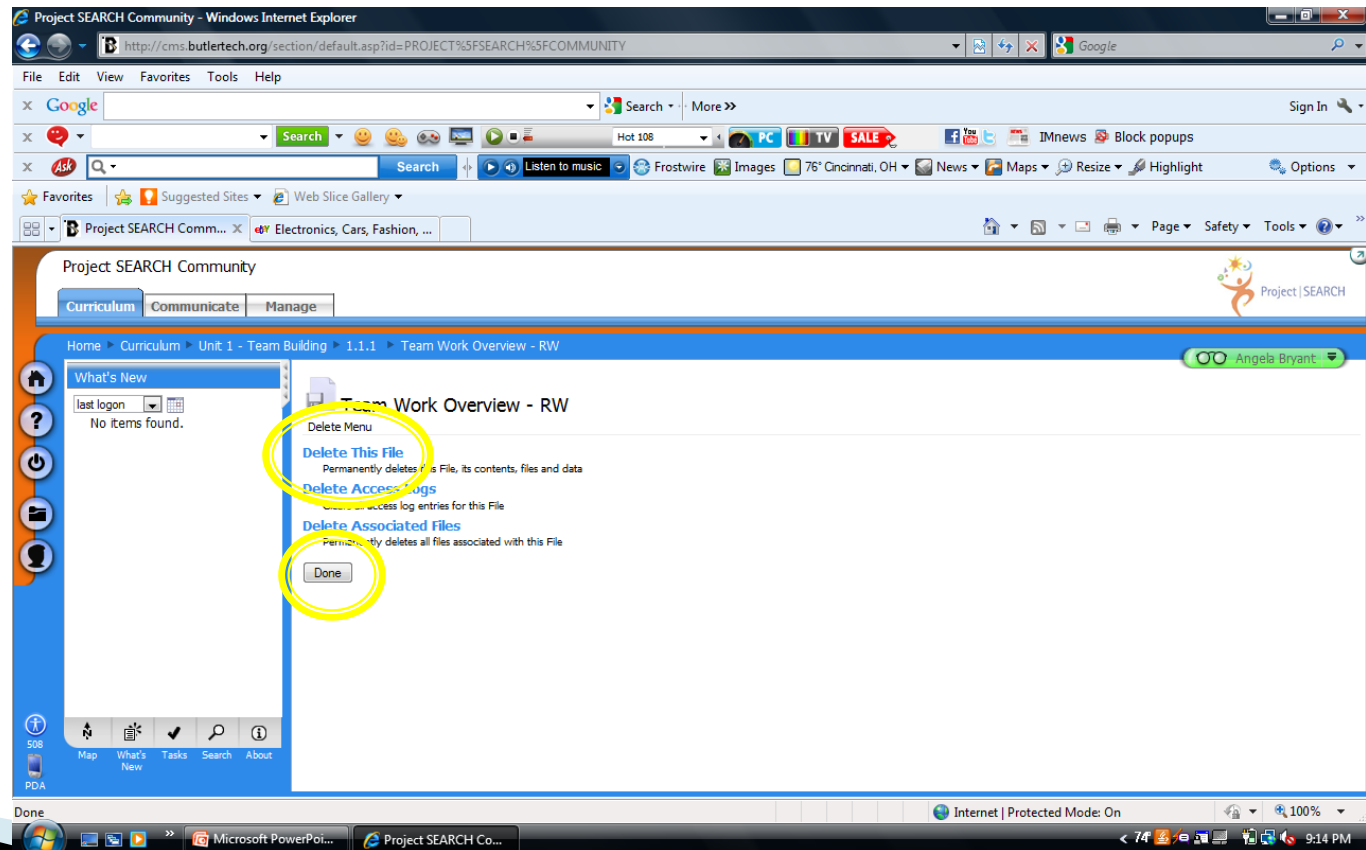
Delete a Lesson

- ▶ When you go into **Curriculum Tab/ Folder Unit/** and the **Folder Specific Indicator** you can see all the lesson in that tab
- ▶ This 1.1.1 has two lessons shown
- ▶ *Remember you can only delete your own personal lessons you have uploaded
- ▶ If you want to delete a lesson, bring your cursor over the page icon and the last option will be **Delete**



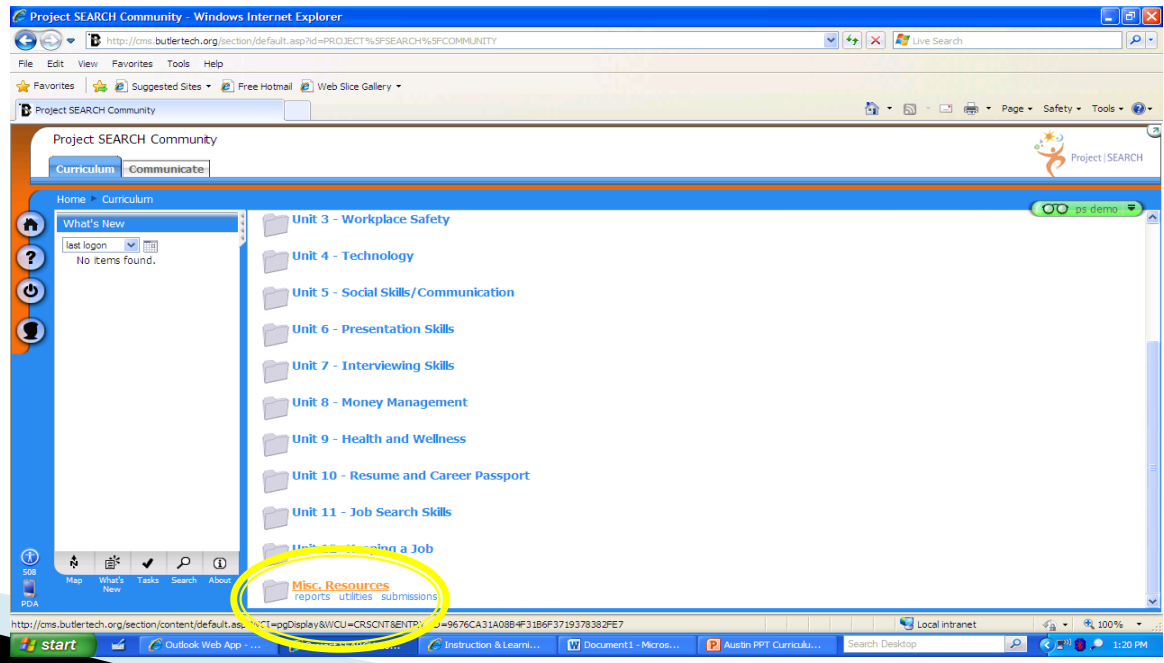
Deleting a Lesson Continued...

- ▶ Once you have click on **Delete** you will choose **Delete This File** and then **Done**



Miscellaneous Tab

- ▶ This tab is placed after the 12 curriculum units. It is used for anything that does not fit into the norm. Currently this PowerPoint and Word document with the screen shots is in the Miscellaneous Tab.



Discussion Forum

Under the Curriculum tab, there is a folder titled Discussion Forum. In this tab, you are able to post questions that other SEARCH instructors can help answer (click on NEW POST).

The image displays two screenshots of the Project SEARCH Community website, illustrating the navigation to the Discussion Forum.

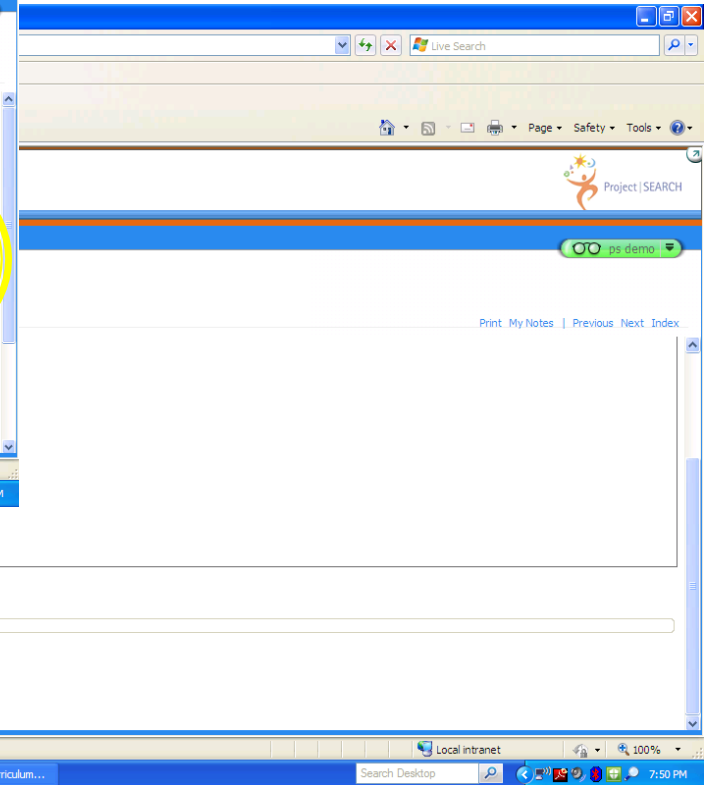
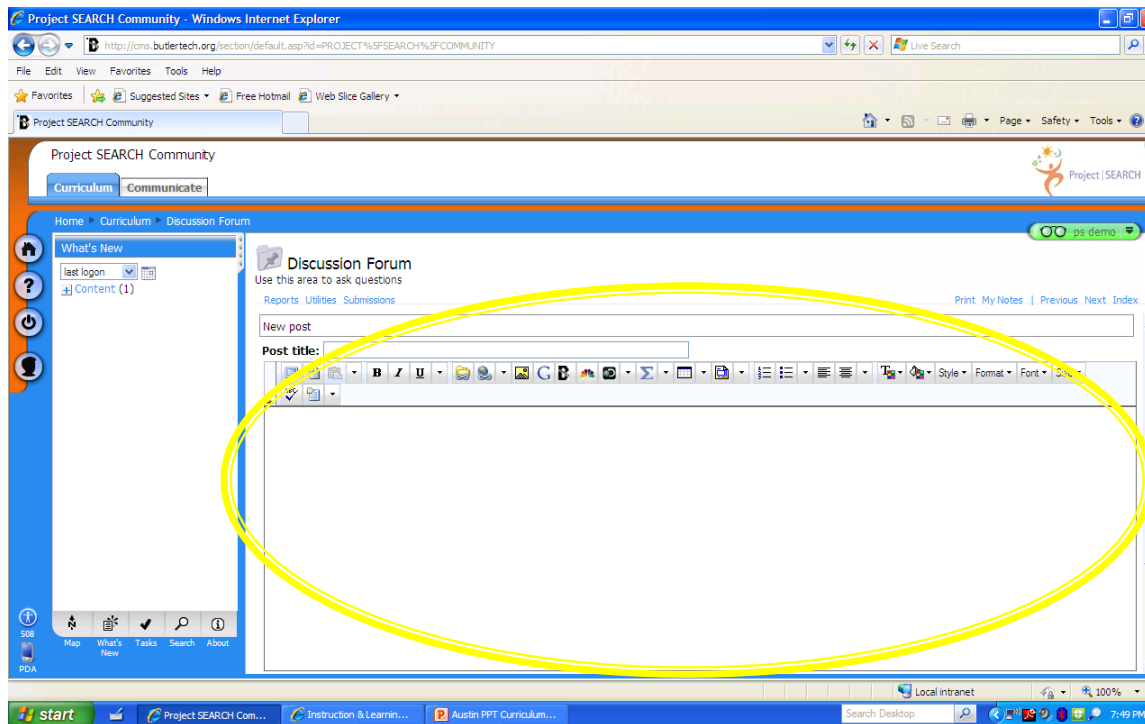
Left Screenshot: The website is viewed in Internet Explorer. The 'Curriculum' tab is selected. In the left sidebar, under 'What's New', the 'Discussion Forum' link is circled in yellow. The main content area shows a list of units: Unit 2 - Getting Around Your Workplace, Unit 3 - Workplace Safety, Unit 4 - Technology, Unit 5 - Social Skills/Communication, Unit 6 - Presentation Skills, Unit 7 - Interviewing Skills, and Unit 8 - Money Management.

Right Screenshot: The website is viewed in Internet Explorer. The 'Discussion Forum' tab is selected. The 'New Post' button is circled in yellow. The main content area displays a table of posts:

Post Title	Flag	Score	Author	Date Posted	Replies	Rating
Credits	--	--	rutkowski, Susie	7/2/2012	0	☆☆☆☆☆
Job coach report	--	--	Huff, Tony	6/26/2012	0	☆☆☆☆☆

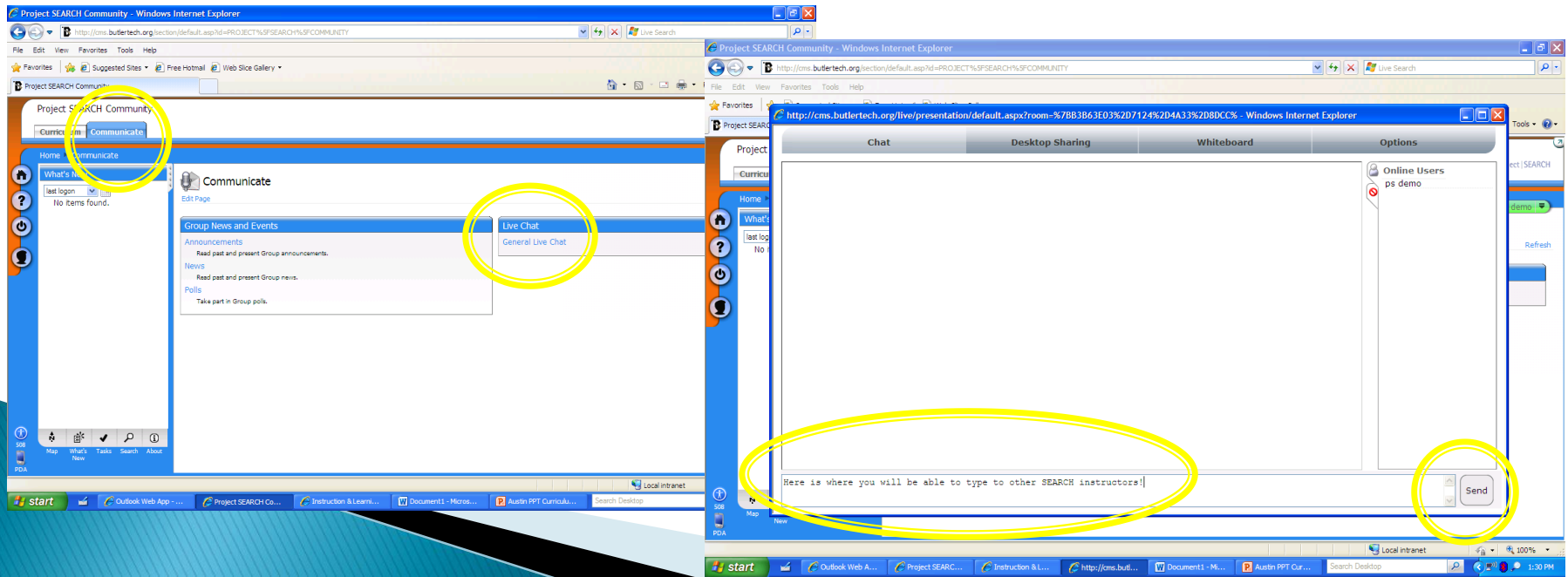
Discussion Forum

After you click on NEW POST, you can type in the text box or attach documents to send to each other.
Make sure to hit SUBMIT when you are ready to post.

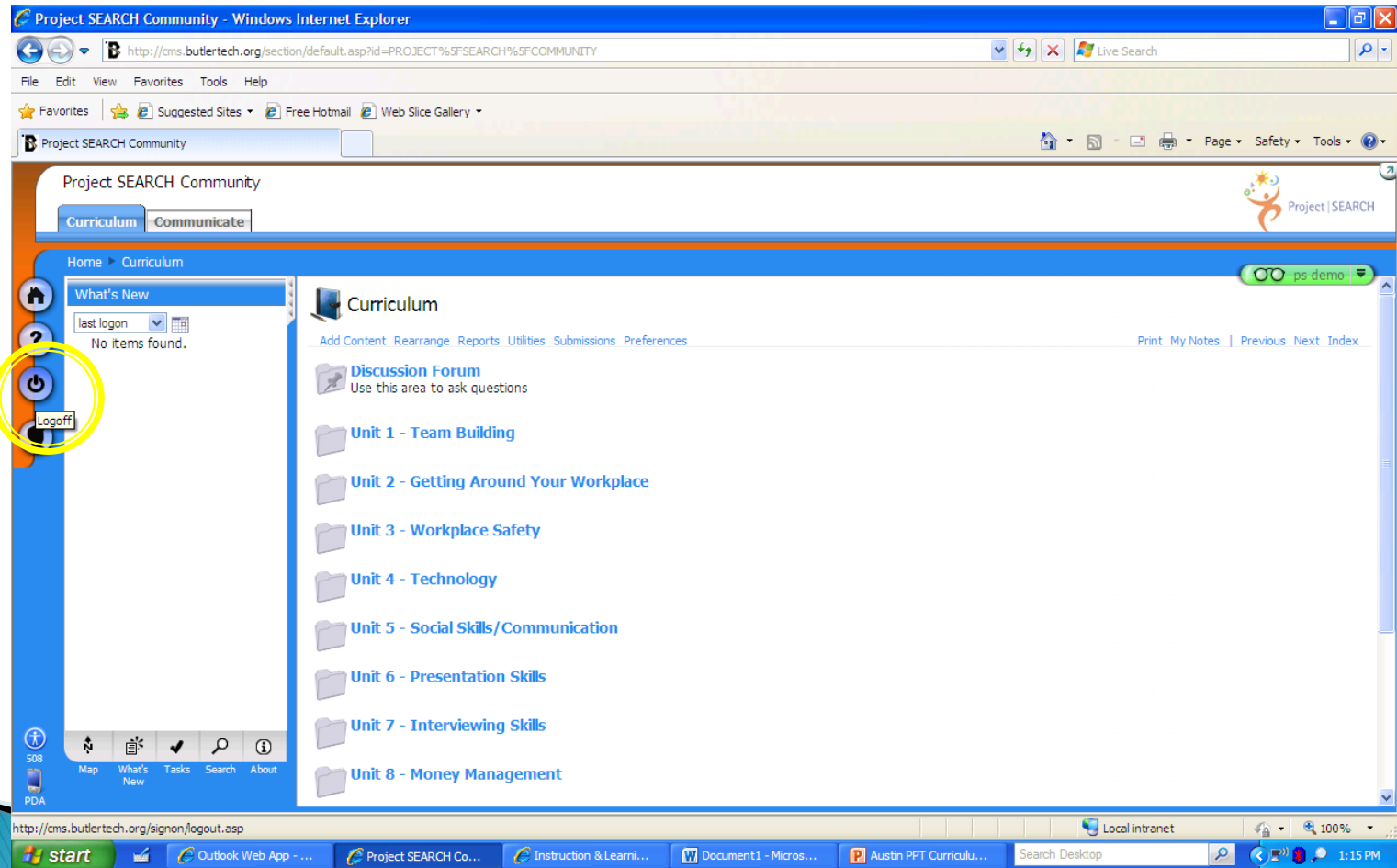


LIVE Chats!

- ▶ We will be scheduling two of these a year for the first pilot year. TBA
- ▶ Go to the **Communicate Tab** and then **Live Chat**
- ▶ A new screen appears where you can type to others and then just click **send**



Log Off when Finished



POTENTIAL Speed bumps!!!!

- ▶ WE NEED YOUR HELP
- ▶ 1. Copyright Laws: we suggest that if you are using materials that were not created by you that you reference the material (book, magazine, etc) and not upload it. Only upload the Word Document lesson plan you created(see examples)
- ▶ 2. Participation: this is an great tool, but we need you in order for it to be **AMAZING!**

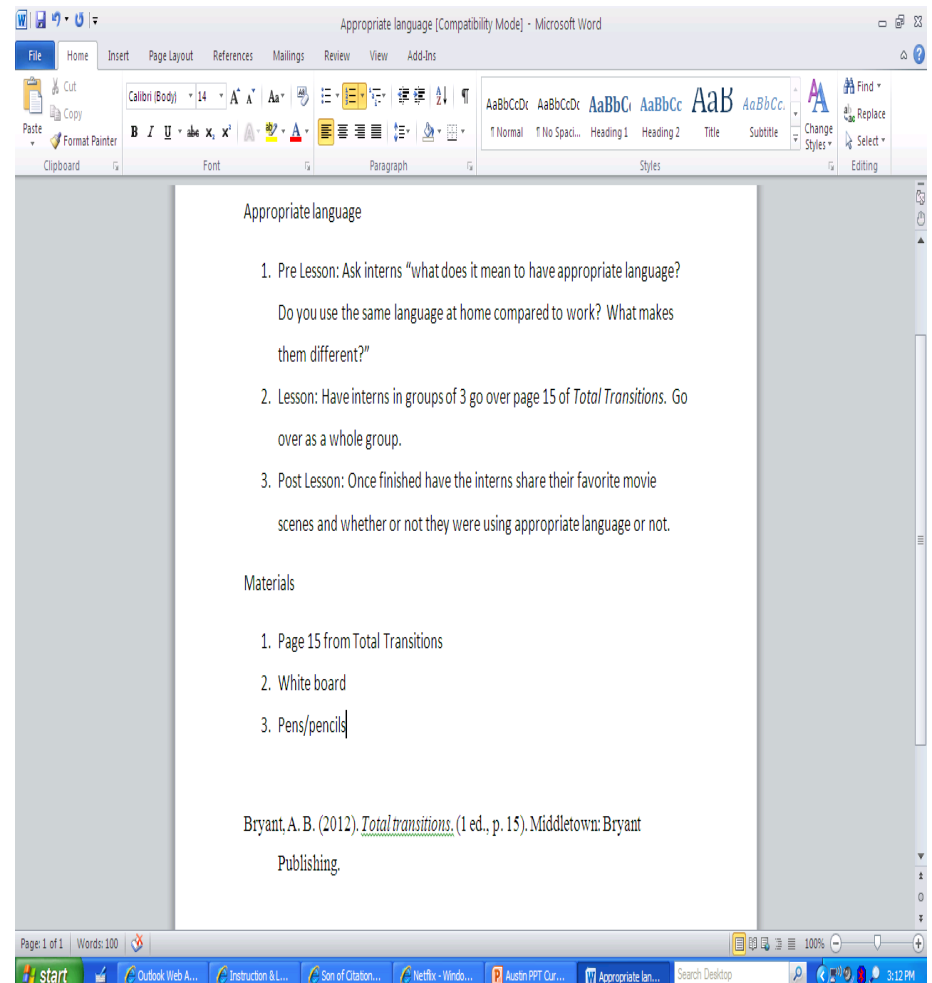
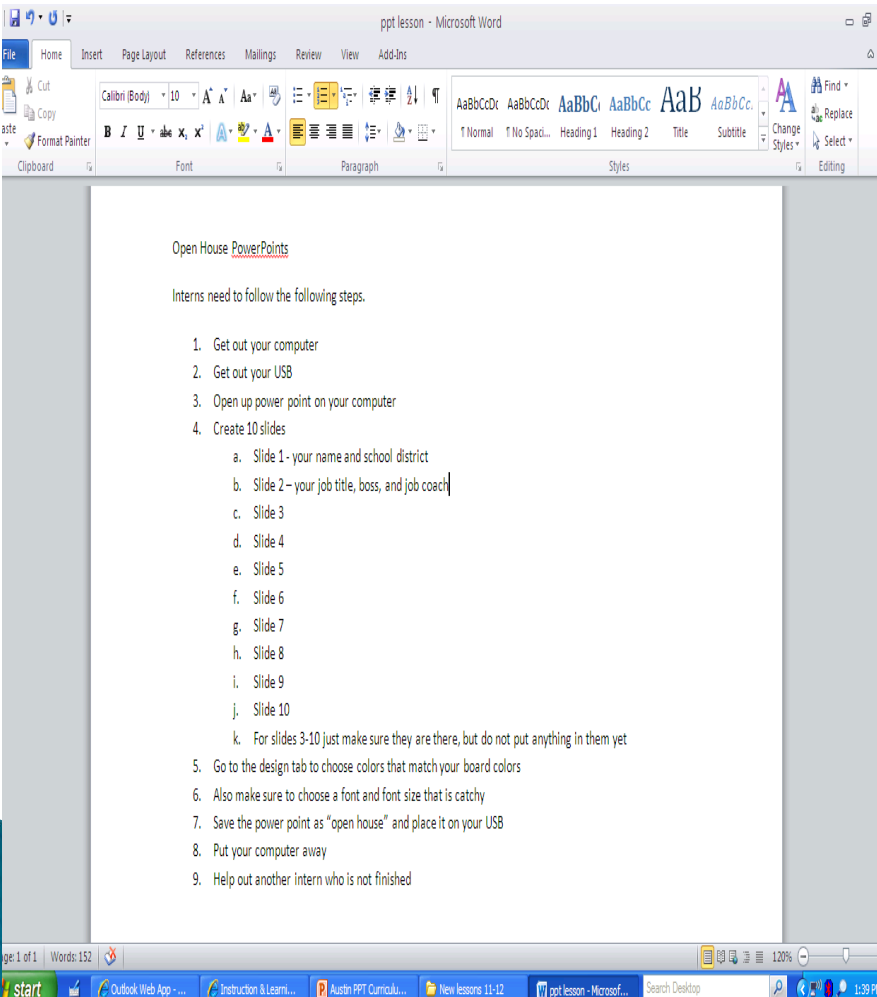


Referencing Materials

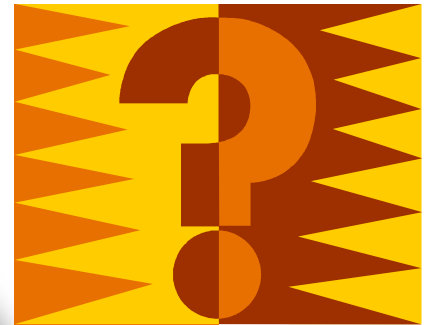
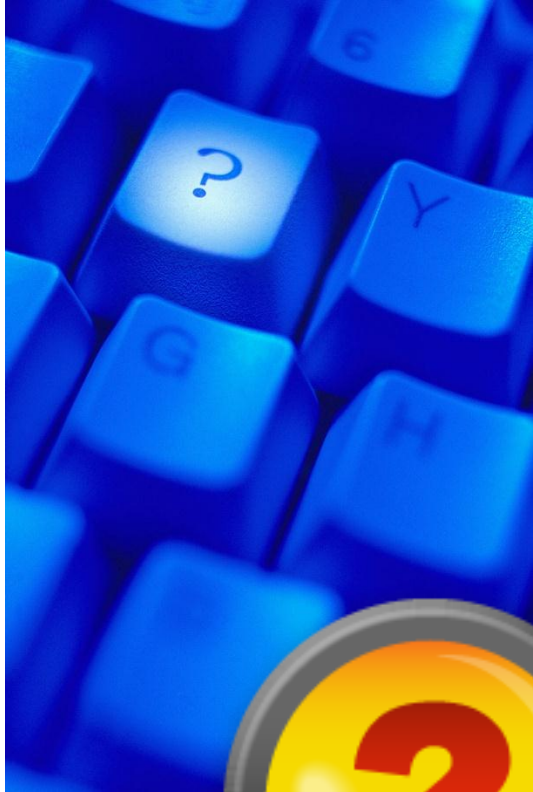
- ▶ Need to include
 - Author
 - Title
 - Year
 - Publisher
 - Edition
- ▶ Does not matter what format (APA/MLA)
- ▶ sonofcitationmachine

Formats for Lesson Plans

- ▶ This can be unique to you....
- ▶ Here are some examples



Questions?



Contact Information

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